 Education and Training	Procedure No. DEE EHU-19-2-3
	Authorised By: Manager EHU
Title: Traffic Management Plan Template (TMP)	
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The **Workplace Manager/Management OHS Nominee** is to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school/workplace in consultation with the HSR and employees. Reference should be made to the [Traffic Management Procedure](#) for assistance in completing the TMP.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended to reflect specific traffic management controls at your workplace.

Traffic Management Plan:

School/Workplace:	WARRAGUL REGIONAL COLLEGE
Workplace Manager/Management OHS Nominee:	PAUL VAN BREUGEL/ALLAN TYERS
Health and Safety Representative:	ANN HUMPHRIES
Person completing TMP:	ALLAN TYERS
Date of Plan:	15/8/2017
Date of Plan Review:	15/8/2019

<p>Pick up and drop off points for students (e.g. private vehicles, buses etc):</p> <p>The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:</p> <ul style="list-style-type: none"> ▪ Entry and exit signage to the school/workplace is located at: <ul style="list-style-type: none"> - Entry locations – Internal roads from Burke Street & Wills Street. Archibald Crescent buses only. - Exit locations – Internal roads from Burke Street & Wills Street. Archibald Crescent buses only. - NOTE: signage: Archibald Crescent entrance “No Entry – Buses excepted” ▪ Designated pick up and drop off areas for students are located at: <ul style="list-style-type: none"> - By car = Top of internal roads from Burke Street & Wills Street. - By bus = In bus loop – entry and exit from Archibald Crescent. ▪ Pick up and drop off areas for students are clearly marked by: <ul style="list-style-type: none"> - Pick up and drop off marked at top of internal road from Wills Street – “Student drop-off & pick-up – No Parking” ▪ Designated pedestrian crossing is in: <ul style="list-style-type: none"> - Burke Street –Supervised before and after school 8.15-9.00am & 3.15-3.45pm (Thursdays 3.20-3.50pm) ▪ Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE): <ul style="list-style-type: none"> - Lollipop signs - Crossing flags - High visibility jacket and hat ▪ Pedestrian walkways are physically protected from designated roadways by: <ul style="list-style-type: none"> - Perimeter fences surrounding the school site - Students walking to Burke Street -> walk along a path, out the school gate and cross at a supervised pedestrian crossing. - Students walking to Russell Street or Archibald Crescent -> depart by walking along a pathway beside the bus loop. - The 4 streets surrounding the school have 40 km/hr signs between 8-9.30 am and 3-4.40pm ▪ Pedestrian walkways are clearly marked/indicated by: <ul style="list-style-type: none"> - Clearly visible and useable paths. ▪ Speed restriction signage is clearly displayed in the workplace at the following locations: <ul style="list-style-type: none"> - Internal road from Burke Street – 3 x 20 km/hr signs - Internal road from Wills Street – 1 x 15 km/hr sign ▪ Speed controlling devices are in place to restrict vehicle speed on site: <ul style="list-style-type: none"> - 5 x Speed humps on internal road leading from Burke Street ▪ Other considerations or risk controls that need to be documented: <ul style="list-style-type: none"> - NA
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Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- Designated courier and/or delivery drop off points are located at:
 - **Designated car park accessed from Burke Street – VCE Team’s car parking area – signed “Deliveries only” – ramps and paths give easy access to Office and canteen – no steps.**
- Courier and/or delivery drop off points are clearly marked by:
 - **See above AND a sign pointing to “General Office”**
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - **3 x along internal road from Burke Street entrance**
 - **1 x 15 km/hr along internal road from Wills Street entrance**
- Speed controlling devices are in place to restrict vehicle speed on site:
 - **5 speed humps along internal road from Burke Street entrance.**
- Other considerations that may need to be documented?
 - **Cars are not permitted to enter the bus loop. Maintenance vehicles may if necessary. Staff who use the car park closest to Archibald Crescent will need to access (and exit) via the road from Burke Street – bollards will close the previous Archibald Crescent entrance.**
 - **All delivery vehicles MUST remain on the internal roads and park in designated delivery areas.**

Safe passage of vehicles in Warragul Regional College (large vehicles, buses, 4WD, mobile plant etc)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Warragul Regional College during the following time periods of peak pedestrian traffic: 8.15 am - 9.10 am and 3.10pm – 4.10pm and during recess and lunch time.
- Prior to moving off designated internal roads or drop off zones of **Warragul Regional College**, drivers of large vehicles (including forklifts) must report to the Facilities Staff to seek permission, and to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site.
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - **3 x 20km/hr along internal road from Burke Street entrance**
 - **1 x 15 km/hr along internal road from Wills Street entrance**
- Other considerations or risk controls that may need to be documented:
 - **All internal roads are wide enough to allow vehicles to easily pass each other**
 - **Cars and other vehicles, except school buses, are not permitted to use the bus loop.**
 - **All staff must park vehicles in designated parking areas. If staff need to park elsewhere e.g. to load/unload cars, then they must make prior arrangements with Maintenance Staff.**

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- **There are 4 car parking areas available for employees – from Wills Street near A Wing= 44 spaces, from Burke Street and around road towards H Wing =10 spaces, from Burke Street near E Wing = 12 spaces, from Burke Street = 18 spaces, 5 temporary car parks available for visitors near the Hall and 2 car parks available for people with disabilities. Additionally there are 22 spaces available for students/visitors along internal road from Burke Street.**
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - **2 x “No Standing” signs along internal road from Burke Street entrance.**
 - **“No student cars beyond this point” sign at top of the internal road from Burke Street.**
 - **“Turning area – no parking at any time” at end of internal road from Burke Street entrance.**
 - **“Student drop-off & pick-up – No Parking” sign at top of internal road from Wills Street.**
 - **Archibald Crescent entrance 2 x signs “No Entry – Buses excepted”.**
 - **There will be a “Give Way” sign at the junction of the internal road leading from the H Block car park and the internal road leading to Burke Street.**
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - **Middle and top of internal road from Burke Street entrance and in area from Archibald Crescent.**

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- Other considerations or risk controls that may need to be documented? *Nil*

Special Events (e.g. Fetes, Sporting Events etc)

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

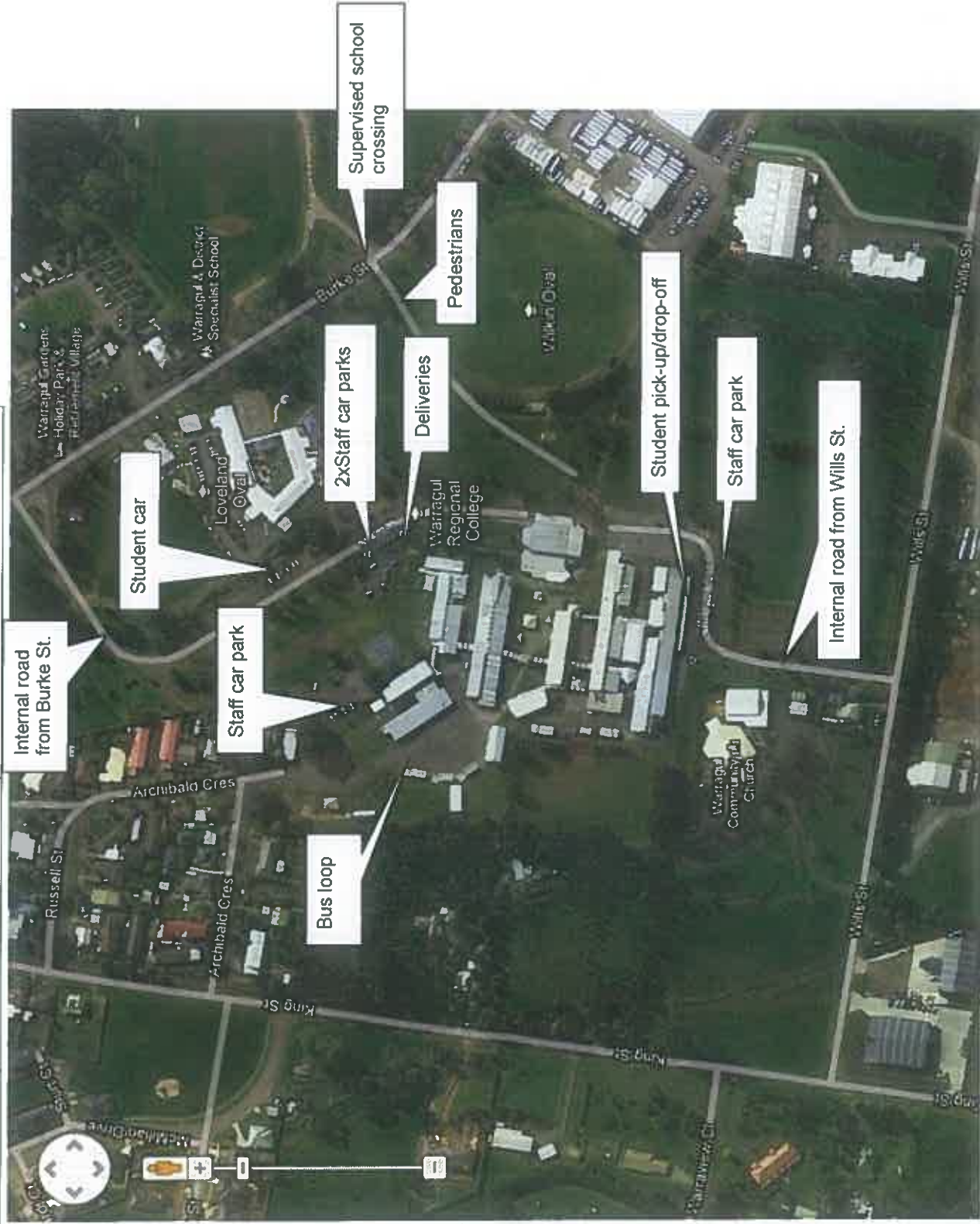
- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - ***Basketball courts and bus loop for out of school hours parking.***
 - ***The school oval if weather permits.***
 - ***There is ample parking in the 4 adjacent streets – Burke Street, Archibald Crescent, Russell Street and Wills Street.***
 - ***If the Church, Leisure Centre, Geoff Watt Track, Netball Courts and Bowling Green are not being used, then their parking can be utilized.***
- Other considerations or risk controls that need to be documented:
 - ***At events with large numbers of people, the school will provide traffic controllers to assist with parking and pedestrians.***

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

Additional documentation

Append any additional/relevant documentation e.g. site map to the TMP

Workplace Layout



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Signatures:
 Workplace Manager/Management OHS Nominee Date 15/8/15
 Health and Safety Representative...[Signature]..... Date
 Person completing TMP[Signature]..... Date 16/8/17